

Time Entry Instructions and Frequently Asked Questions for Emergency/Disaster Operations

[DCFS Policy No. 4-10, Human Resources Procedures for Emergency/Disaster Operations](#), sets the standards for compensation of overtime hours for DCFS employees who perform disaster duties relative to emergency operations (ESF-6) as well as the Disaster Supplemental Nutrition Assistance Program (DSNAP).

Disaster duties **shall not** include drills, meetings and routine tasks performed except those duties performed in preparation for an imminent event or during an actual event as declared by the Governor or the Commissioner of Administration. This policy **may also apply** to employees performing administrative support functions during events, such as purchasing, budgeting, financial management, time administration, data entry, computer support, etc., but only if in direct support of the ESF-6 or DSNAP function. The DCFS Secretary or Undersecretary will make this determination for each event.

The time entry information and frequently asked questions below apply when DCFS Policy No. 4-10, Human Resources Procedures for Emergency/Disaster Operations is invoked.

I. GENERAL INFORMATION REGARDING DISASTER DUTY

A. Required Forms

- Disaster Duty Time Sheets **and**
- Office Time Entry Sign-in Sheet for Non-LEO employees **or**
- LEO Time Statements for LEO entry employees

The above-listed forms must be signed and/or initialed by the employee and signed by the appropriate approver (employee's regular approver or Emergency Operations/DSNAP Site Manager).

B. Work Week, Work Schedules, Work Hours/Work Days, Work Times and Work Domicile

Work Week is defined as seven consecutive calendar days beginning at 12:01 a.m. Monday and ending at 12:00 a.m. (midnight) on Sunday.

7-day Work Schedules WILL NOT be changed for employees performing direct disaster duty work since these are set up in the LaGov system. The majority of DCFS staff are on one of the following 7-day work schedules:

- Five 8-hour days Monday – Friday,
- Four 10-hour days with set “Off” day each week, or
- Four 9-hour days and one set 4-hour day

14-day Work Schedules MUST be changed effective at the beginning of the next available pay period after the event begins. These FLSA Exempt employees' work schedules will be changed to five 8-hour days Monday-Friday during the period of disaster duty. Once the event ends the employee's work schedule will revert back to original one, but again this must occur at the beginning of the next available pay period. This is necessary because all disaster duty assignments are considered to be FLSA Non-Exempt and staff performing non-exempt duties cannot be on a 14-day work schedule this would be a violation of the Fair Labor Standards Act (FLSA).

24-hour Work Schedules, which are used mostly for positive time entry employees (whether part-time or full-time), will not be changed.

Work Hours and Work Days scheduled to work **may be** "flexed" as needed to accommodate extended hours of operation at site locations. When this occurs the first hours worked on a regular work day will constitute the employee's regular work hours, and any hours in excess of the employee's regular number of work hours will be considered overtime, regardless of the time of day.

Example: Employee normally works a 10-hour day on Tuesday from 7:00 a.m. to 5:30 p.m., but instead works a 12-hour shift in a shelter from 6:00 a.m. to 6:00 p.m. The first 10 hours are considered regular work hours and the remaining two hours of the 12-hour shift are disaster related overtime.

Example: A full-time employee who regularly works Monday through Friday, 8:00 a.m. to 4:30 p.m. may flex hours worked within the day to accommodate a twelve-hour shift such as working from 6:00 a.m. until 6:00 p.m. In this case, 6:00 a.m. to 2:00 p.m. (no meal break deducted since required to remain on site) would be the employee's regular work hours and 2:00 p.m. to 6:00 pm would be 4.0 hours of disaster overtime.

Example: An employee who regularly works 5 days per week, Monday – Friday, 8:00 a.m. to 4:30 p.m. may flex within the day to accommodate a twelve-hour night shift working Wednesday from 6:00 p.m. until Thursday 6:00 a.m. This employee would record Wednesday from 6:00 p.m. until 12:00 a.m. (midnight) as 6 hours of his/her regular 8 hours. If these 6 hours are all of the hours scheduled and worked on Wednesday, then the employee will be provided with 2 hours of LSAG so that the employee will be compensated for his/her regularly scheduled 8 hours for this day. He/she would then record Thursday 12:01 a.m. until 6:00 a.m. as 6 hours of his/her regular 8 hours, and when he/she reports back to work later that day for the next shift beginning at 6:00 p.m., the time from 6:00 p.m. until 8:00 p.m. would constitute the remaining 2 hours of the regular eight-hour work day on Thursday. The hours from 8:00 p.m. until 12:00 a.m. (midnight) on Thursday would then be recorded as 4 hours of disaster overtime.

Work Times (begin and end) are to be recorded in quarter-hour increments ONLY as follows, which is the same method used for leave taken:

Minutes	Start/End Times	Examples
0 – 7	On the hour	8:00
8 – 22	Quarter after the hour	8:15
23 – 37	Half past the hour	8:30
38 – 52	Quarter to the hour	8:45
53 – 59	On the hour	9:00

Example: An employee leaves his/her home at 6:10 a.m., travels to the assigned disaster duty site, arrives at the site at 6:49 a.m., and begins performing disaster duty. The employee will record his/her DISASTER TRAVEL/DUTY BEGAN time as 6:15 a.m. The employee works until 7:00 p.m. and then arrives back home at 7:38 p.m. The employee will record his/her DISASTER DUTY/TRAVEL ENDED time as 7:45 p.m.

Work Domicile is the parish an employee is assigned to work in for disaster duty. This may or may not be the same as the employee's regular work location.

Example: An employee that normally works in the East Feliciana office is assigned to perform DSNAP duty at a location in Baton Rouge. During this period of disaster duty, the employee's work domicile is East Baton Rouge Parish. After this temporary assignment ends and the employee returns to his/her normal work location, the employee's domicile reverts back to East Feliciana Parish.

C. Use of Special Leave – Act of God (LSAG)

If a full-time, leave-earning employee works zero hours on a regularly scheduled work day or does not work the number of hours in his/her regularly scheduled hours for the work day, then Special Leave – Act of God (LSAG) is to be granted for the applicable number of hours, not to exceed the number of hours in the employee's regular work schedule. This may be due to the need to have a respite period or due to scheduling requirements enforced by management for the site location.

If due to scheduling difficulty or administrative error a full-time, leave-earning employee does not work at least 40 hours in the work week, Special Leave – Act of God (LSAG) is to be given for sufficient hours to ensure that the employee is paid for at least a 40-hour paycheck. However, if an employee fails to work 40 hours due to his/her own need to be off, the employee will be required to use his/her own annual, sick or compensatory leave, as applicable, to cover these hours.

Example: A full-time, leave-earning employee who regularly works Monday through Friday 8:00 a.m. to 4:30 p.m. is assigned to start working the 12-hour night shift at a shelter site on Tuesday. To ensure the employee is well rested for this assignment the employee is told not to go into his/her regular office location on Tuesday, but instead to report to the shelter site at 6:00 p.m. to work the night shifts on Tuesday, Wednesday, and Thursday. On Tuesday the employee will have worked from 6:00 p.m. to 12:00 a.m. (midnight) for a total of 6.0 hours. These 6 hours will be recorded on one line on the Disaster Duty Time Sheet for Tuesday because each day ends at 12:00 a.m. (midnight) and each new day begins at 12:01 a.m. Night shift hours worked must be separated into two different lines for recording time. In order to make certain the employee gets compensated for his/her regular 8 hours on Tuesday, the employee will be granted 2.0 hours LSAG (Special Leave-Act of God) by the Time Administrator. The employee completes his/her Tuesday night shift and records the remaining time worked on the second line of the Disaster Duty Time Sheet for Wednesday from 12:01 a.m. to 6:00 a.m. When the employee works the second night shift at the shelter beginning on Wednesday, he/she will record 6:00 p.m. to 12:00 a.m. (midnight) on a third line of the Disaster Duty Time Sheet for a total of 12 hours for the entire day Wednesday. Since the employee's regular work day is 8 hours, the first 8 hours worked by the employee on Wednesday are considered regular hours and the remaining 4 hours are overtime hours regardless of the time of day in which they were worked.

D. Overtime Compensation

Overtime compensation for disaster duties performed is as follows for both FLSA Exempt and Non-Exempt employees:

- K-time is earned for overtime disaster hours that occur prior to the date and time that the DCFS Secretary invokes DCFS Policy 4-10, Human Resources Procedures for Emergency/Disaster Operations.
- If the DCFS Secretary designates paid overtime when invoking DCFS Policy 4-10, payment will be given for overtime disaster hours worked that occurred on or after the effective date that the policy was invoked.
- The rate at which these hours are compensated depends on whether the employee has ACTUALLY WORKED a full 40-hour work week (i.e., each week begins Monday at 12:01 a.m. and ends Sunday at 12:00 a.m. midnight). Straight overtime compensation is awarded for those overtime hours that occur up to the 40th hour in the work week. Time and one-half (1.5) overtime compensation occurs ONLY for those overtime hours worked AFTER the 40th hour in the work week.

The following examples are based on payment of disaster duty overtime hours having been approved.

Example: A full-time employee who regularly works five 8-hour days Monday - Friday is assigned to a disaster site and works 12 hours on each day Monday through Thursday. On Friday she is on sick leave for 4.0 hours and then works 8.0 hours at the disaster site. This employee would be coded on 4.0 hours of Z002 (overtime pay) for each day on Monday through Thursday. On Friday, she would be coded on 4.0 LB and 4.0 Z002. This employee has worked a total of 20.0 hours of overtime in this work week; however, 4 of these hours will be paid at the straight rate since 4 hours of leave was taken. The remaining 16 overtime hours that were worked above 40 hours in the work week will be paid at the 1.5 rate.

Example: A full-time employee who regularly works five 8-hour days Monday - Friday is assigned to a disaster site starting on Wednesday. The employee did not work on Monday and Tuesday because his work domicile (parish) was closed. The employee then worked 12 hours on each day Wednesday, Thursday and Friday. This employee would be coded on 8.0 LSOC (Special Leave Office Closure) on Monday and Tuesday, and then 4.0 hours of Z002 (overtime pay) for Wednesday, Thursday and Friday. However, since this employee has only actually worked a total of 36.0 hours due to the office closures, all of the 12.0 overtime hours will be paid at the straight rate.

E. Preparation for Disaster Duty

Employees that are off duty when notified that they need to prepare to be deployed for an assigned disaster duty function that will involve travel and/or an overnight stay, are not compensated for the time spent in preparation since they are not actively engaged in performing work.

Employees that are not notified in advance (i.e., notified during their regular scheduled work day or immediately before their work day begins causing them to report to work later than their normal reporting time) that they are being assigned to disaster duty that will involve travel and/or an overnight stay, and they are told to go home, pack, and report for duty are actively engaged. In this case the employee is considered to be in regular work status, not on disaster duty time and no leave applies.

In summary, the only time that packing and making other essential preparations count as work time is when it occurs during the employee's regular work schedule or causes them to miss regular work time.

F. Travel Time (applicable to Disaster Duty ONLY)

All travel to and from an emergency operation site or assigned disaster work location is now considered disaster duty time and is compensated; therefore, it is to be recorded on the Disaster Duty Time Sheet in the DISASTER TRAVEL / DUTY BEGAN and DISASTER DUTY / TRAVEL ENDED columns.

At the point that an employee departs to travel to the disaster duty assigned location, this travel time is disaster work time and shall be recorded as such on the Disaster Duty Time Sheet. Once the employee arrives at the destination, they are no longer on disaster duty travel/work time if they are duty free. If they are required to work upon arrival, then they would be considered as performing disaster related duty and on work time. If an employee travels to a staging area or designated pick up point and must wait at that location until the DCFS arranged transportation arrives to take him/her to and/or from the disaster duty site, all time spent in transit and while waiting for the transportation shall be recorded as disaster duty time.

Note: *Travel time related to regular office functions will continue to be compensated as hours worked under the provisions of [DCFS Policy 4-15 Overtime Compensation](#) instead of the provisions above.*

G. Meal Breaks

During regular office operations meal periods are usually not considered working time so long as the employee is completely relieved from duty for the purpose of eating, and no work is performed. However, when an employee is assigned to a disaster duty worksite and they are NOT relieved of duty and free to leave the site to purchase and/or consume a meal, then they are considered to be on work time.

H. Respite/Sleep Breaks

The key to whether respite or sleep breaks count as hours worked or not is based on how many hours the employee has worked immediately preceding the sleep break.

If an employee has worked at a disaster site for 24-hours or less and takes a sleep break, then the entire break period is considered hours worked and are to be compensated.

Sleep breaks that are NOT considered hours worked and therefore not compensated occur when **all the following apply**:

1. the employee is required to remain on the premises,
2. the employee has worked more than 24 consecutive hours, **AND**
3. the employee is able to get at least 5 hours of uninterrupted time.

II. RESPONSIBILITIES

A. Employees performing Disaster Duty

Each day that disaster duty is worked, applicable **employees** must record **all** time and attendance activities occurring that day on the Disaster Duty Time Sheet. This includes any time spent performing regular office duties, leave

taken, and disaster duty travel and work time. When employees work disaster duty and regular office duty for parts of the same day, employees must record the number of hours worked performing regular office duties **and** the number of hours worked performing disaster travel/duty in **quarter-hour increments** (.00, .25, .50, or .75). Employees must also record the number of hours of leave taken in **quarter-hour increments** on the Disaster Duty Time Sheet when such leave taken occurred on the same day that disaster duty was worked, AND must enter the leave request via LEO as usual.

The Disaster Duty Time Sheet must be completed in its entirety and all information must be correct and legible. All entries must be made in ink, preferably black or blue since other colors do not copy well. **Do not** use pencil. If an error is made then draw one line through the incorrect entry, immediately write in the correct information above, and initial. **Do not** use white out, **do not** scratch out entries, and **do not** write over entries.

When a night shift is worked that extends beyond midnight, two line entries **MUST** be made on the Disaster Duty Time Sheet since the work day begins at 12:01 a.m. and ends at 12:00 a.m. (midnight). The first line entry will cover the beginning of travel/shift until 12:00 a.m. (midnight), and the next line entry will cover from 12:01 a.m. until the end of the shift/travel the next day.

If a disaster location is shut down or is found to be overstaffed and an employee is instructed to return to his/her office, then the travel time from the disaster location to the office is considered disaster work time and is to be included on the Disaster Duty Time Sheet.

Each employee that performs disaster duty is responsible for securing the signature of the site manager on all pages of the Disaster Duty Time Sheet. When a site manager's signature cannot be obtained, then the signature of a Non-site Manager or Appointing Authority must be obtained on all pages.

Employees must ensure that hours worked, leave taken, regular on-call pay hours, etc. do not "overlap" each other in any way.

LEO Entry Employees **must continue** to input leave and attendance entries in LEO **before** payroll deadline occurs. This includes all leave taken (which also includes any LSOC), all regular office overtime hours worked (Z001), and all regular on-call hours worked (only applies to Child Welfare staff in the performance of child protection investigation). If this does not occur the employee will most likely be overpaid and once the time corrections are made, the overpayment will be recouped.

Non-LEO Employees **must continue** to record all hours worked performing regular office duties on the regular Office Time Entry Sign-In Sheet for those days that DO NOT include any disaster work.

B. Emergency Operations Site Manager and/or Employee's Regular Supervisor

Review and approve/disapprove LEO entries submitted by employees before payroll deadline occurs. Review and approve employee LEO Time Statements.

For Non-LEO employees that must continue to record hours on an Office Time Entry Sign-in Sheet along with any related paper documents, review all items to ensure accuracy and sign documents before payroll deadline occurs.

Review and sign before payroll deadline occurs each Disaster Duty Time Sheet for employees that performed disaster duty.

C. Employee's Regular Office Time Administrator and/or Disaster Site Time Administrator

Notify State Office Human Resources Section via e-mail of FLSA Exempt employees assigned to perform disaster duty so that these employees are changed to FLSA Non-exempt status. The e-mail must include the names and personnel #'s of all applicable staff along with the effective date of this change making sure to use the date that is at the beginning of a work week (except for 14-day work schedule exempt employees that must be changed at the beginning of a pay period). If this step is not completed, then an Exempt employee will NOT be compensated at the 1.5 rate for disaster overtime hours over 40 hours in a work week. Time Administrators can determine an employee's Exempt/Non-exempt status by viewing the "EE subgroup" field on the employee's Maintain Weekly Entry (time file) screen in the LaGov system or by viewing the "FLSA Stat" field on the employee's LEO Time Statement. In general, supervisors and above are considered exempt and will need to be changed to non-exempt status.

Review Disaster Duty Time Sheet to ensure all information is legible, accurate, and completed thoroughly. Make certain Total Disaster Hours column entries are correct based on begin and end times noted by employee.

Compare Disaster Duty Time Sheet against the employee's Time Statement or Regular Office Sign-in Sheet, where applicable, to ensure no entries "overlap". Use all time sources of information to determine and complete "Regular Disaster Hours" and "Overtime Disaster Hours" columns on Disaster Duty Time Sheet as well as "LSAG Hours" column, when applicable.

Enter ALL disaster overtime hours worked after Policy 4-10 has been invoked, using code Z001 (if K-time is to be awarded) or Z002 (if payment has been approved) and include the employee's regular cost center #, the assigned WBS Element, and the appropriate Fund # based on the location of work and/or type of disaster duties performed. The information for the WBS Element and Fund # will be issued at the beginning of each disaster event.

Change FLSA Exempt employees' regular office overtime work entries from Z001 to ZA04. This applies ONLY to those employees that are normally considered FLSA Exempt employees that have been changed to Non-Exempt status for the performance of disaster-related duties. **DO NOT code these entries with WBS Element, Fund #, or Cost Center #.**

Input special leave entries (LSAG – Special Leave Act of God and LH – Holiday) that employees cannot make via LEO. (Note: LEO Entry employees are capable of making LSOC entries.) **DO NOT code any leave entries with WBS Element, Fund #, or Cost Center #.**

Input leave and regular office overtime entries when employees are unable to make these entries through LEO. **DO NOT code leave or regular office overtime entries with WBS Element, Fund #, or Cost Center #.**

Input office hours worked by Non-LEO employees as ZA01 or ZWAE, where applicable. **DO NOT code these entries with WBS Element, Fund #, or Cost Center #.**

When an exempt employee ceases to perform disaster duty, submit an e-mail notice to State Office Human Resources Section to change their FLSA status back to exempt. Include the names and personnel #'s of the applicable staff along with the effective date of this change making sure to use the date that is at the beginning of a work week (except for 14-day work schedule exempt employees that must be changed at the beginning of a pay period). If this step is not completed, then future regular overtime entries of Z001 will be compensated incorrectly at the 1.5 rate.

Provide copy of all Disaster Duty Time Sheets along with copy of LEO Time Statements or Regular Office Sign-in sheets to State Office Human Resources Section by either fax (225) 342-9833 with a cover sheet indicating the total number of pages being sent or scan and e-mail. The Disaster Duty Site Manager will be responsible for retaining the original documents in accordance with Department's record retention schedule.

III. FREQUENTLY ASKED QUESTIONS

The following additional information and questions/answers are provided to assist staff in determining what is considered hours worked (regular and/or overtime) that are directly related to disaster duty. This is not all inclusive and may change from one disaster to another depending on different circumstances that may exist. These examples are based on DCFS Policy 4-10 having been invoked and the decision made to compensate disaster overtime hours with pay.

1. If my office was closed during my normal workday, but I was assigned to work in another location, will I get Special Leave-Office Closure (LSOC)?

Yes, if the parish to which you were temporarily assigned was also declared “closed”. No, if the parish to which you were temporarily assigned was not declared “closed”.

As with any office closure situation (disaster related or not) Civil Service rules require that WHEN an employee is assigned to a different work location (even if for just one day), that parish becomes the employee’s official location and parish until such time as they are reassigned to a different location/parish. Therefore, if the parish where the employee is physically working is officially closed, LSOC will be applied for the assigned hours not to exceed 40 hours in a work week. However, if the parish where the employee is physically working is open, there is no eligibility for office closure leave.

Example: A Baton Rouge employee is assigned to work a shelter in Alexandria. East Baton Rouge parish offices were closed, but Rapides parish offices were open. For the time that the employee is physically working in Alexandria, he/she follows the Rapides parish office closure rules – so since Alexandria office is open, the employee gets NO office closure leave. If the situation were reversed, then the Alexandria employee who was sent to Baton Rouge to work (EBR Parish offices were closed) would get office closure leave (LSOC) even though his/her regular office was open.

2. How is overtime calculated?

Time and one-half (1.5) overtime (whether paid or K-time earned), does not occur until a non-exempt (and exempt when changed to non-exempt status for disaster duty) **employee has actually worked** in excess of 40 hours in a work week (Monday at 12:01 a.m. to 12:00 midnight the following Sunday). Leave taken does not count as hours actually worked. This includes LSOC (Special Leave-Office Closure), LSAG (Special Leave-Act of God), and LH (holidays), as well as other leave taken. If disaster overtime was worked, but the employee did not exceed 40 hours of actual work hours in the work week, then the overtime is compensated at the straight (hour for hour) rate until the 40th hour is reached. Overtime hours after the 40th hour of actual work are then compensated at the 1.5 rate.

3. Many of our office staff members were assigned to work at a disaster location. Consequently, their regular office duties had to be handled by those of us that remained in the office, which required us to work after our regular work hours to cover the regular office functions. Do we qualify for paid overtime compensation?

No. Regular office overtime (even when covering duties of employees assigned disaster duty work) is almost always compensated with K-time earned, which is the standard practice throughout the year, except when overtime payment is approved by the Secretary, Deputy Secretaries, or Undersecretary such as specific DDS case work performed by certain DDS staff.

4. I was told to be “on-call” for possible disaster work during my weekend. Do I get “on-call” pay or paid overtime compensation for these hours?

No. Being “on-call” and being on “standby” are two different things. The only positions in DCFS that have been granted approval by the Department of Civil Service to receive “on-call” pay are Child Welfare workers that work on a regular rotational basis performing CPI duties outside of their regular work schedules or on weekends and holidays.

Being on “standby” or “alert status” is usually a situation where the employee just needs to be available and ready to report for disaster duty if called upon to do so, but does not involve being actively engaged in work nor being officially “on-call”. In this case, DCFS staff are placed on “standby” (not “on-call”) and this time is not compensable.

5. I am a teleworker that is assigned to work from my home. Do I get Special Leave-Office Closure (LSOC)? If I do and I worked during the LSOC, do I get compensated anything “extra”?

A “teleworker’s” official domicile is the parish in which the employee is assigned to perform work such as their home, a telework center, or his/her base office on those days when assigned to report. LSOC is only given when a teleworker’s official domicile is declared closed. Teleworkers are required to work on scheduled days even when their official domicile is closed for any reason, provided the teleworker’s location has the necessary electrical power and internet connectivity.

Example – A teleworker from the East Baton Rouge Parish office lives in Livingston Parish and works from his home Monday – Thursday and is assigned to work in the EBR office on Fridays. All offices in East Baton Rouge Parish were closed on Wednesday while Livingston Parish remained open. The teleworker did not lose his electricity or internet connection and was able to work. Since the parish where the teleworker is assigned to perform work on that particular day (Livingston Parish) was open, he is **not eligible** for LSOC and instead is considered on regular work status. However had offices in Livingston Parish been closed, then he would be **eligible** for LSOC plus Z001 (overtime K-earned) for the number of hours that regular office work was performed. Had the office closure in EBR Parish occurred on Friday, which is the day the employee is assigned to work in the EBR office, then he would be **eligible** for LSOC.

- 6. I was assigned to work a 12-hour shift from 6:00 a.m. to 6:00 p.m. on one of my regular work days. After reporting to the shelter that morning, we were told that the shelter would be closing and were responsible for dismantling the operations. We worked performing hard physical labor for 6 hours straight and then were relieved from disaster duty. The shelter manager said we could go home for the day. I only worked 6 hours this day, so how do I make up the difference of 2 hours for my regular 8-hour work schedule?**

Since the shelter manager released you from duty after 6 hours of work and instructed you to go home, rather than report back to your office, the remaining hours are to be coded as LSAG (Special Leave-Act of God) by the Time Administrator. If your regular work schedule is for 8-hour days and you only worked 6 hours on this day, then the remaining 2.0 hours is coded as LSAG based on the shelter manager's instructions. Likewise, if your regular work schedule is for 10-hour days, you would be coded for the remaining 4 hours as LSAG.

- 7. If I worked overtime from home scheduling staff to work DSNAP and making calls to employees, do I complete the Disaster Duty Time Sheet or enter these hours as regular overtime (Z001) via LEO?**

Regardless of where you work, DSNAP scheduling is a disaster-related duty and the hours worked are to be posted on the Disaster Duty Time Sheet. Since you worked from home you would indicate your home address as the site name, but also make sure you indicate what duties you performed. Only the time spent developing the schedules, actually making the telephone calls, and speaking with the employees to give them directions regarding their disaster assignment would be considered disaster hours worked. You cannot count periods of time you spent waiting on employees to call you back since you were not actively performing work during these periods.

- 8. I worked at a shelter and recorded my disaster-related work hours on the Disaster Duty Time Sheet; however, I did not get the Shelter Manager's signature on the form and now the shelter is closed. Who would be the appropriate person to sign my Disaster Duty Time Sheet?**

According to the signature lines at the bottom of the Disaster Duty Time Sheet, if the Site Manager did not sign then the employee can obtain the signature of a "Non-DCFS Emergency Operations Site Manager or Appointing Authority". This would be the employee's immediate supervisor or higher level supervisor/manager in the employee's chain-of-command that has direct knowledge of the employee's disaster duty assignment.

- 9. We have some employees who were unable to return to work once their office was officially re-opened due to flooding where they live and no alternate route being available. How are we to code these people?**

An employee directly affected by the disaster that is unable to report to work when his/her office is open, is to initially be placed on annual leave (LA). The employee should then submit a written request for Special Leave-Act of God (LSAG) through the normal chain-of-command to their Bureau/Division Head or Regional Administrator for final decision. The written request must include all specific information in regards to the employee's situation. If the LSAG request is approved, then the employee's annual leave will be restored and the leave period would be replaced with the LSAG by the Time Administrator. If the applicable pay period has closed, the leave correction must be reported on a Prior Period Adjustment (PPA) form. If the LSAG request is denied, then the period of time remains coded as annual leave. Refer to Policy No. 4-4 for guidelines and maximum amounts of LSAG for individual situations.

- 10. When I arrived at my assigned hotel for my out-of-town disaster duty assignment, there was some mix up on my room and I had to wait 3 hours before getting a room. Are these hours considered work time?**

Yes, under these circumstances this waiting time is compensable. Although you were "duty free", you did not have free choice over your activities.

- 11. Several employees in my office were assigned to move or relocate our office's state vehicles to avoid potential damage from flooding. Is this considered disaster duty?**

Yes, this is considered disaster-related duty and should be recorded on the Disaster Duty Time Sheet.

- 12. While our office was closed we were assigned the duty of contacting foster parents, is this considered disaster duty?**

Yes, contacting foster parents is disaster-related duty and should be recorded on the Disaster Duty Time Sheet.

- 13. I am a negative time entry employee that normally works 10-hour days from 7:00 a.m. to 5:30 p.m. with Friday being my "off day". I worked my regular 10-hour days on Monday, Tuesday and Wednesday, and also worked 2.0 hours of regular office overtime on Tuesday. On Thursday I was on annual leave from 7:00 a.m. to 10:00 a.m., worked in the office until 3:00 p.m., and then traveled to a disaster location, performed work, and returned home at 9:30 p.m. On Friday, my normal "off day", I left my home at 6:05 a.m., picked up a co-worker and drove to our assigned disaster work site. After my assigned shift ended, I arrived back home at 8:22 p.m. How/Where do I record my hours?**

Since you are a regular negative time entry employee, you do not need to record your regular hours worked on Monday, Tuesday or Wednesday. You MUST, however, input via LEO your regular office overtime hours worked on Tuesday as

2.0 Z001 AND your leave hours on Thursday as 3.0 LA. You do NOT post your work and leave taken hours for Monday, Tuesday, and Wednesday on the Disaster Duty Time Sheet, since you did not perform any disaster travel/duties on those days.

Your first day to perform disaster duty was Thursday, so you MUST document all of Thursday's work hours on the Disaster Duty Time Sheet for both regular office and disaster duties performed. You will include your 3.0 LA taken, your 4.5 hours worked in the office (5.0 hours from 10:00 a.m. to 3:00 p.m. minus 0.5 hour for lunch), and your 6.5 hours of disaster duty (3:00 p.m. to 9:30 p.m.). Your time administrator will use all information provided for this day to determine and complete the shaded columns on the form that include Regular Disaster Hours, LSAG Hours, and Overtime Disaster Hours.) In this case, Regular Disaster Hours = 2.5, LSAG Hours = 0.0, and Overtime Disaster Hours = 4.0.

On Friday, you will indicate 6:00 a.m. in the Disaster Travel/Duty Began column and indicate 8:15 p.m. in the Disaster Duty/Travel Ended column for a total of 14.25 hours. Since this is your regular "off day", your time administrator will complete the shaded columns as follows: Regular Disaster Hours = 0.0, LSAG Hours = 0.0, and Overtime Disaster Hours = 14.25.)

Remember – work times (begin and end) are to be recorded on the Disaster Duty Time Sheet in quarter-hour increments.